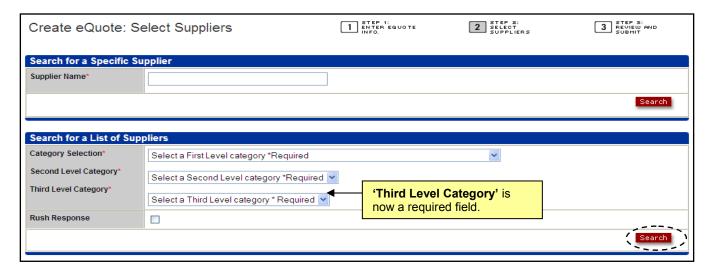
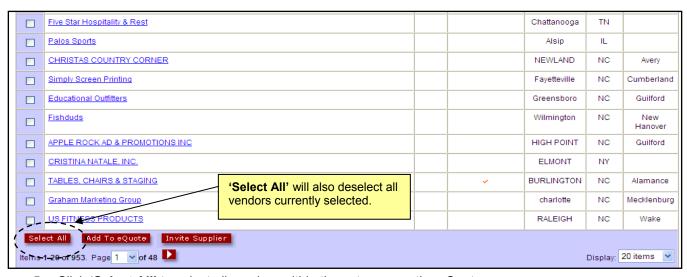


eQuote to All Vendors in a Category

Users with eQuote permissions within the NC E-Procurement Service now have the option to send an eQuote to all suppliers within a category. Users can search for a list of suppliers based on selected categories and add the entire list of suppliers returned in the search to the eQuote.

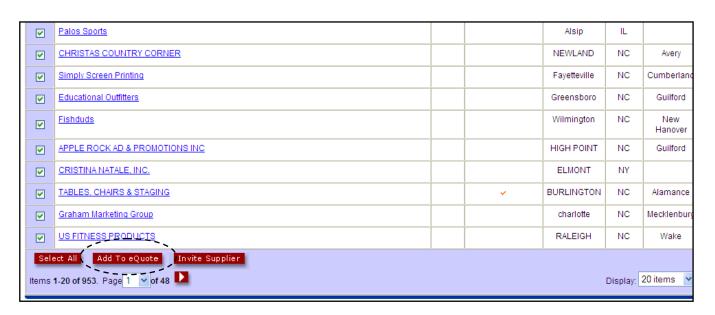


- 1. Create an eRequisition and click the 'eQuote' button on the 'Add Items' page.
- 2. Enter eQuote line item information and continue to 'Step 2: Select Suppliers.'
- 3. Select the appropriate first, second, and third level categories to return a list of suppliers.
- 4. Click 'Search'.

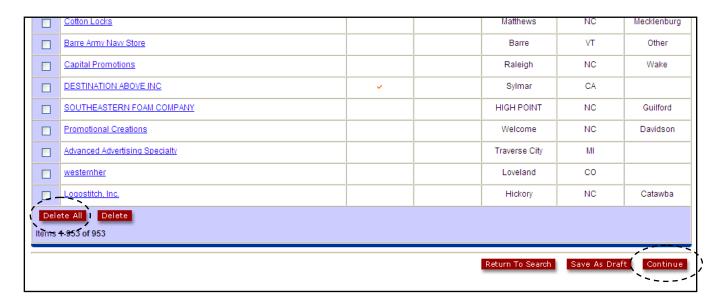


5. Click 'Select All' to select all vendors within the category on the eQuote.





6. Click 'Add to eQuote' to add the selected suppliers to the eQuote. Selected suppliers will display in the 'Suppliers Selected for eQuote' section.



Note: The 'Delete All' button removes all suppliers in the 'Suppliers Selected for eQuote' section.

7. Once all suppliers are added to the eQuote, click 'Continue' to review and submit the eQuote.

Note: Some category searches will result in a very large supplier set (e.g., 1,000 suppliers). Please be aware that sending an eQuote to a list of suppliers this large may affect system performance.